



Indiana Department of Homeland Security

District Programs Information Bulletin

Date: March 03, 2011

Bulletin No: 11-006

TO: All District Administrative Coordinators
All District Coordinators
All District Fiscal Agents
All District Planning Council Members
All District Planning Oversight Committee Members
All District Response Task Force Commanders
All Emergency Management Directors
All Public Safety Incident Command Staff

From: Randal Collins
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Indiana Department of Homeland Security

Subject: Backfill Policy for Multi-Day, Full-Scale Exercises Occurring at
Muscatatuck Urban Training Center

Purpose

The purpose of this bulletin is to provide communication about an amendment to the IDHS Training and Exercise Grant Guidance. This amendment is effective immediately. This amendment only pertains to full-scale exercises that span multiple days, and are held at the Muscatatuck Urban Training Center, in Butlerville, IN. The intent of this amendment is to lessen the fiscal burden on agencies that participate in IDHS exercise programs.

Policy

For exercises that meet the above parameters, backfill (or overtime as backfill) is now allowable for up to, and including, a 24-hour shift. This amendment only pertains to backfill; it does not amend the regular overtime guidance listed in the IDHS Training and Exercise guidance.

Non-Allowable

The following policies have not changed:

- Overtime is not allowable when backfill is to be reimbursed by the grant.
- Backfill is not allowable when overtime is to be reimbursed by the grant.
- Grants will not pay for responders from “portal to portal,” which means that they will not be reimbursed from the time of departure to their time of return.

This Informational Bulletin is intended to communicate guidance and clarification of District Programs. The information contained herein supersedes all previous information or guidance pertaining to the subject. This information is intended to help districts plan, prepare, take appropriate actions and collaborate. Any questions pertaining to this bulletin may be directed to the Field Services Division at 317-234-7228. To be added to the District Informational Bulletins distribution list, please send an email to fieldservices@dhs.in.gov.

District Oversight

This policy amendment does not supersede any district oversight or decisions made by district leadership. Additionally, no further grant dollars will be made available to support the upcoming National Level Exercise 2011. IDHS has made this policy amendment for the IDHS Training and Exercise Guidance to be more flexible and beneficial to participating agencies; however, districts will still need to make decisions in accordance with their allotted funds.

Examples

Example 1

During a three-day (Monday through Wednesday) full-scale exercise, which takes place at the Muscatatuck Urban Training Center, and involves Officer Smith from the Jonesville Police Department, the department is seeking reimbursement for costs. The police officer is normally scheduled to work eight hours on Monday and Tuesday, with a regular day off on Wednesday. The exercise requires 12-hour operational periods on each day.

The officer is in a regular status for eight hours on Monday and Tuesday; therefore, the grant funds may be used to reimburse the Jonesville Police Department for another officer to replace Officer Smith, during Officer Smith's regularly scheduled eight-hour shift. The grant funds may also be used to reimburse the department for Officer Smith's overtime (assuming that Officer Smith is in an overtime status for 4 hours on Monday, 4 hours on Tuesday, and the entire 12 hours on Wednesday, according to his departmental policy).

NOTE: In this example, it is assumed that as a result of Officer Smith's participation in this exercise, he will fall into an overtime status, according to the Jonesville Police Departments compensation policy, within this pay period. Each exercise participant must incur overtime according to their agency's compensation policies, as a result of participating in the exercise, to be eligible for overtime reimbursement.

Example 2

During a three-day (Monday through Wednesday) full-scale exercise, which takes place at the Muscatatuck Urban Training Center, and involves Firefighter Smith from the Jonesville Fire Department, the department is seeking reimbursement for costs. The firefighter is normally scheduled to work 24 hours on Monday, and has regular days off on Tuesday and Wednesday. The exercise requires 12-hour operational periods on each day.

The firefighter is in a regular status for 24 hours on Monday; therefore, grant funds may be used to reimburse the Jonesville Fire Department for another firefighter, to replace Firefighter Smith, for the 24-hour period. Firefighter Smith is in an overtime status on Tuesday and Wednesday. The grant may reimburse the Jonesville Fire Department for 12 hours of overtime for Tuesday, and for 12 hours of overtime on Wednesday.

NOTE: In this example, it is assumed that as a result of Firefighter Smith's participation in this exercise, he will fall into an overtime status, according to the Jonesville Fire Departments compensation policy, within this pay period. Each exercise participant must incur overtime according to their agency's compensation policies, as a result of participating in the exercise, to be eligible for overtime reimbursement.

Questions

Any questions pertaining to this information bulletin may be directed to Ken Woodall, Assistant Director, Preparedness and Training Division, IDHS, at Kwoodall@dhs.in.gov, 317-232-4680 or Randal Collins, District Programs Branch Director, Field Services Division at Rcollins@dhs.in.gov, 317-238-1762.